



OPEN-COMPETITIVE EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
26-929 Traffic Systems Technician Trainee 1	Equated to G-12	\$43,970	\$35
26-930 Traffic Systems Technician 1	14	\$49,202	\$35

Written Test To Be Held:

JUNE 10, 2023

You **MUST** submit your application
online or postmark it by:
APRIL 26, 2023

You may be assigned to either Saturday or Sunday to take your test. You cannot request or change your scheduled day.

ONLINE APPLICATION PROCESS AVAILABLE at <https://www.cs.ny.gov/jobseeker>

You must review important information on the New York State Department of Civil Service COVID-19 policy that applies to all candidates sitting for in-person Civil Service examinations being administered at a New York State test center. You can access our full [policy](#) on the Department of Civil Service website.

Due to current testing space limitations, candidates may need to travel to a test site to take this examination. Candidates will be notified of their test site location on their admission notice.

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3,026 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,513 annual mid-Hudson adjustment.

Minimum Qualifications: On or before June 10, 2023, you must have:

For Exam No. 26-929:

- Either 1.** 30 college semester credit hours including at least 9 college semester credit hours in electrical engineering, electronic engineering, electrical technology, computer technology, automotive technology, electrical construction and maintenance, or electronic technology;
- Or 2.** one year of experience assisting in the installation, repair, or maintenance of traffic signal equipment and/or intelligent transportation systems; commercial, industrial, or military electronic/electrical integrated system components;
- Or 3.** military training in an electronics field including completion of an electronic/electrical school program;
- Or 4.** graduation from a high school technical electricity/electronics education program or a BOCES program issued by a recognized education authority (see below bullet).

For Exam No. 26-930:

- Either 1.** 60 college semester credit hours including at least 15 college semester credit hours in electrical engineering, electronic engineering, electrical technology, computer technology, automotive technology, electrical construction and maintenance, or electronic technology and one year of experience described in #2 below;
- Or 2.** three years of experience assisting in the installation, repair, or maintenance of traffic signal equipment and/or intelligent transportation systems; commercial, industrial or military electronic/electrical integrated system components;
- Or 3.** military training in an electronics field including completion of an electronic/electrical school program AND two years of the experience described in #2 above;
- Or 4.** graduation from a high school technical electricity/electronics education program or a BOCES program issued by a recognized education authority (see below bullet) AND two years of the experience described in #2 above.

IMPORTANT: If you are qualifying under option 1 in the "Minimum Qualifications" above, you **MUST** provide the name and location of the college and a list of the courses you have successfully completed with the corresponding number of credits earned for each course. You can provide this information by listing courses in the "coursework" section of your online application, including it in the remarks section of your paper application, or attaching a list of qualifying courses to your paper application. Failure to provide this information may result in the disapproval of your application to take the examination.

- If you expect to meet the educational requirements by **September 30, 2023**, you can take the written test. You **MUST** submit proof of successful completion of the educational requirements to the appointing authority at the time of the employment interview or you will not be considered for appointment. Failure to meet the educational requirements by **September 30, 2023** may result in your removal from the eligible list.
- Your required educational credentials must have been awarded by an educational institution accredited by a regional, national, or specialized agency recognized as an accrediting agency by the United States (U.S.) Department of Education/Secretary of Education. If awarded by an institution outside of the U.S. and its territories, you must provide independent verification of equivalency. A list of companies that provide these services (fees must be paid to the company you choose) can be found at: <http://www.cs.ny.gov/jobseeker/degrees.cfm>.
- Inquiries regarding BOCES and high school technical electricity/electronics education programs recognized by the NYS Education Department should be directed to the NYS Education Department by voice: (518) 486-1547 or website: <http://www.p12.nysed.gov/cte/ctepolicy/> or mailing address: Career and Technical Education Office, Room 315EB, State Education Building, 89 Washington Avenue, Albany, New York 12234.
- If verifiable, we will accept and prorate appropriate part-time and volunteer experience.
- New York State residency is not required.

Traineeships: To be advanced to the full performance level of this title you must successfully complete a set training and development program. Upon satisfactory completion of the 12-month training at the Trainee 1, you will automatically advance to Trainee 2. Upon satisfactory completion of the 12-month training as a Trainee 2, you will advance to the full level of this title without further examination.

You may, at the agency's discretion, be appointed to a higher level (**Advanced Placement**). You must inform the agency of any additional qualifications at the time of your interview.

For advanced placement to the **Trainee 2** level, you must possess:

- Either 1.** 60 college semester credit hours including at least 15 college semester credit hours in electrical engineering, electronic engineering, electrical technology, computer technology, automotive technology, electrical construction and maintenance, or electronic technology;
- Or 2.** two years of experience assisting in the installation, repair, or maintenance of traffic signal equipment and/or intelligent transportation systems; commercial, industrial, or military electronic/electrical integrated system components;
- Or 3.** military training in an electronics field including completion of an electronic/electrical school program and one year of experience as described above;
- Or 4.** graduation from a BOCES or high school technical electricity/electronics education program and one year of experience as described above.

Additional Requirements for Appointment:

1. **Physical/Medical:** An evaluation of your physical and medical condition will be done to ensure that you are able to perform the duties of this position with or without reasonable accommodation. The physical/medical standards include but are not limited to height and weight, speech, vision, hearing, cardiovascular, respiratory system, and neurological health requirements. A complete statement of the physical and medical standards is available at: <http://www.cs.ny.gov/ehs/forms.cfm>. A medical examination is required prior to appointment and you are responsible for payment of the clinical laboratory test fee.
2. You must possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.
3. Within three months of appointment, you must obtain and maintain a valid NYS Class B CDL permit. Failure to obtain and maintain the permit will result in termination.
4. Within 12 months of appointment, you must obtain and maintain a valid NYS Class B CDL license with no air brake restriction. Failure to obtain and maintain the license will result in termination.
5. Stand-by and overtime availability is required and incumbents will be expected to respond "after-hours" for service and repair callouts.
6. **Drug Testing:** Prior to appointment, you will be required to participate in a drug-screening test. Cannabis use is not permitted for employees in this title. Cannabis use will be tested for during the pre-employment screening process and may be the basis for disqualification for employment or may be a basis for removal from employment. A complete statement of drug testing for this title is available at <http://www.cs.ny.gov/ehs/forms.cfm>.

The Positions: These positions exist in the New York State Department of Transportation and are located statewide.

Duties: As a **Traffic Systems Technician 1**, you would troubleshoot and repair traffic signal equipment, Intelligent Transportation Systems (ITS) and communications equipment; program traffic signal controllers; inspect traffic signal systems; perform modifications; prepare phase diagrams of regulated traffic control devices sequences, which determine their operations and document malfunctions; review and modify design plans; maintain a database of repair records and equipment condition; and perform emergency repair of traffic control and ITS devices and equipment.

Subject of Examination: To be considered for appointment to this title, you must pass the **written test**. The **written test** evaluates your knowledge, skills, and/or abilities in the following areas:

1. **Basic principles and computations of electrical and electronic circuits** - These questions test for knowledge of the principles of basic electrical and electronic devices and circuits, including the concepts and calculations of voltage, current, capacitance, and resistance; the identification and function of circuit and solid state components; practices of electrical circuit wiring, grounding, and insulation; and characteristics of direct current, alternating current, series, and parallel electrical circuits.
2. **Electrical, electronic, and magnetic devices** - These questions test for knowledge of the operation of various types of electrical, electronic, and magnetic devices such as logic circuits, relays, switches, voltage converters, resistors, capacitors, inductors, batteries, and similar types of devices.
3. **Plans and wiring schematics** - These questions test for knowledge of the purposes and proper use of various types of electrical system plans and wiring diagrams; and for the ability to read and understand electrical system schematics and wiring diagrams.
4. **Use of electronic test equipment** - These questions test for knowledge of the principles and practices involved in the use of electronic test equipment, including identification and proper selection of electronic test equipment.

Your final score must be 70 or higher in order to pass. Your final score on the eligible list will be determined after adding any wartime Veterans' and Civil Service Law Section 85-a credits.

Admission To The Test: If approved for a written test, you will receive an admission notice which will indicate your assigned test date and the way your test will be administered. Your test may be administered with paper and pencil or online at a state test site using a state-provided Chromebook. **You cannot request to change your scheduled day or request a specific type of test administration.**

Applicants are required to have a Personal NY.gov account and keep their email address up to date. The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include notification of your application status, your test arrangements, examination results, and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number, and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

How To Apply: You will need a **personal NY.gov ID** to apply for these examinations. If you do not have a **personal NY.gov account**, please [create an account](#).

- Online our Internet address is <http://www.cs.ny.gov/jobseeker>; or
- Download an examination application [NYS-APP form](#); or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP forms; or
- Obtain an NYS-APP form from a state agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

The NYS Department of Civil Service reserves the right to reject or accept applications. All statements you make on your application are subject to investigation.

Important: Unless waived, you must pay the non-refundable processing fee. If you apply online, you must use a MasterCard or Visa. If you qualify for a waiver of the processing fee you may still apply online. For information on fee waivers, visit <https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm#Fee>. **Any past due application processing fees must be paid in full prior to submitting an application.** Please email FeeUnitMail@cs.ny.gov regarding inquiries about any past due fee. It is important that you verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination.

ADDITIONAL INFORMATION

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in state government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the Federal Immigration Reform and Control Act of 1986 and the Immigration and Nationality Act.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the following day).

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

ADMISSION TO EXAMINATION: Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the written test three days before the date of the test, email us at AdmissionNotices@cs.ny.gov. Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your written test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: The use of cell phones, beepers, headphones, or any electronic or other communication devices at your personal testing site or in the test room, hallways, restrooms, building, grounds, or other areas, except as expressly authorized by the Department of Civil Service, could result in your disqualification.